



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|--|--|--|--------------------------------------|
| Application Date | 1. Agency Address Office of The Comptroller General Agents Licensing Division Insurance Department 132 State Capitol Atlanta, Georgia 30334 | Application Number 82-543 | |
| Application Number | | Date Received OCT 1 1982 | Date Completed OCT 25 1982 |
| 2. Person to Contact Angela R. Watkins | | Working Title Principal Clerk | Telephone Number 656-2100 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest Latest 7-1-80 PRESENT 6-31-81 | | 5. Records Series Title (followed by title used in office, if different) Insurance Agents Renewal Sendbacks | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Agents License Division is responsible for processing applications and issuing new agents' licenses and renewing permanent licenses; examining agents, conducting pre-hearing conferences; and for preparing certificates for agents being licensed as non-residents in other states and accounting for all Agents Licensing and Certificates of Authority fees. | | | |
| 7. Record Series Description Documents relating to: Included are: | | This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Annual Individual Agent Insurance Renewal Applications that have been returned to the agent because of incompleteness and then returned completed to us. G. I. D.101, Computer Sendback form letter, Miscellaneous Correspondence | |
| File is arranged: In Alphabetical Order. | | | |
| 8. Monthly Reference Rate | | How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>6</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>1</u> ? | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>2 Cubic Ft.</u> | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| X | | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

| | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | <u>1</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

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| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>Jerry Holbrook</i> | 9-24-82 | <i>Fred Anderson</i> | 9-29-82 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | <i>Edward Weidner</i> | 10/14/82 |
| | | <i>Shepard</i> | 10-20-82 |